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Enclosure 2

MEMORANDUM FOR: Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training

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NO CHANGE IN CLASS ☐
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NEXT REVIEW DATE:
AUTH: HR 70-2
DATE 12/05/80 REVIEWER:

SUBJECT: Use of Chauffeur-Driven Cars

REFERENCE: 25X1A [redacted] dated 15 August 1955

1. As a result of recent reduction in the budget and personnel ceiling, the ability of the Highway Branch, O/L, to provide chauffeur driven sedan service has been reduced. Extensive curtailment of Motor Pool services is not contemplated. However, a more efficient utilization of these services will be necessary.

2. Within the last year, the Agency shuttle bus service has been revised and extended to provide continuous service to the principal working areas within the metropolitan area. It was anticipated that this expanded service would substantially reduce the demand for chauffeur driven vehicles. However, as reflected by Motor Pool records, this objective has not been realized. Paragraph 2e(7) of the reference limits the use of chauffeur driven service for transportation between points on the shuttle bus routes to Chiefs of Staffs, the Comptroller, the General Counsel and Directors of Offices in the Office of the DD/S. Such transportation may be further authorized for others at the personal direction of one of the above officials when it is determined that special or emergency conditions exist.

3. Unauthorized use has affected the ability of the Motor Pool to render prompt and adequate service on authorized requests. Paragraph 5a(2) of reference prescribes that only designated representatives of an authorized activity or office may request chauffeur

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driven service. These designated individuals control the requesting of chauffeur driven vehicles as well as who uses them. The efficiency of the Motor Pool service is directly dependent upon the diligence of these designated individuals in determining that each request honored is bona fide. In order that the Motor Pool may provide prompt service, it is requested that the designated individuals under your jurisdiction be instructed to adhere to the provisions of paragraph 2n(7) of [redacted]

25X1A

L. K. WHITE
Deputy Director
(Support)

Distribution:
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25X1A9a OL/TD/PAC/[redacted] (16 September 1957)

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